Integrated Financial Management Program

Core Financial

Course Name: IPAC Processing

XSFC End-User Data Packet

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TOPIC 1: Create, Update, and Validate Vendor Master Files

ACTIVITY 1: Enter and Process IPAC Transactions and Clear Log

PART 1

Enter Invoice

SAP to IPAC – NASA Center Initiates Payment to Vendor –As the AP IPAC Processor, take the necessary steps to enter an IPAC invoice into SAP, marking the invoice as an IPAC related invoice in doc type.

FIELD	DATA
Transaction Code	MIR7
Basic Data tab	
Invoice Date	6/28/2002
Posting Date	Current Date
Reference	3000
Amount	3000
Date of Receipt	Today's Date
PO Reference tab	
Purchase order/scheduling agreement	*See IPAC XSFC Supplemental Data Sheet*
Payment tab	
Payment Method	Z
Payment Method Supplement	62
Payment terms	IPAC
Details tab	
Doc. Type	AP/IPAC Outing

NOTE: To complete activity, refer to the Enter & Process IPAC Transactions & Clear Log Before the SAP R/3 session user procedure within the OLQR.

PART 2

Enter Credit Invoice/Clear Invoice Document
SAP to IPAC – NASA Center Initiates Adjustment (to previous Vendor Initiated
Collections from NASA) – NASA realizes that a vendor erroneously collected money
from NASA. As the AP IPAC Processor, create an IPAC Credit Memo to adjust the
transfer of funds from the Vendor back to NASA and create a payment proposal.

FIELD	DATA
Transaction Code	MIR7
Basic Data tab	
Invoice Date	Current Date
Posting Date	Current Date
Amount	2000
Purchase Order/Scheduling Agreement	See IPAC XSFC Supplemental Data Sheet
Payment tab	
Payment Method	J
Payment Method Supplement	62
Payment Terms	IPAC
Details tab	
Doc. Type	IPAC Credit Memo
Date of Receipt	Current Date
Run date	Current Date
Identification	*See IPAC XSFC Supplemental Data Sheet*
Parameter tab	
Company Code	NASA
Payment Methods	J, K, Z
Next P/Date	Date one month in future
Vendor	*See IPAC XSFC Supplemental Data Sheet*
Free Selection tab	
Values*	*ZC*
Additional Log tab	
Accounts Required Vendors	*See IPAC XSFC Supplemental Data Sheet*
Printout/Data Medium tab	
Variant	MSFC_CCD+

NOTE: To complete activity, refer to the Enter & Process IPAC Transactions & Clear
Log Before the SAP R/3 session user procedure within the OLQR.